



Australian Government

Department of Education, Employment and Workplace Relations

CPPWMT4035A Undertake waste process audits

Release: 1

CPPWMT4035A Undertake waste process audits

Modification History

Revised unit

Unit updated and equivalent to PRMWM35B Undertake process audit

Unit Descriptor

This unit of competency specifies the outcomes required to audit a client's processing, waste management and waste minimisation practices. It requires the ability to follow assignment instructions, liaise with clients, and effectively identify and assess their waste practices and issues that impact on their organisation's operations.

Application of the Unit

This unit of competency supports individuals with supervisory responsibilities for implementing and monitoring a client's waste audit processes. It includes contributing to the implementation of developed strategies, systems and plans, as well as recognising the need for expert advice.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

- 1 Organise for audit.
- 1.1 ***Process audit requirements*** are determined from consultation with client, organisational process audit methodology, and review of findings of waste assessment where available.
 - 1.2 Written approval for process audit is obtained from client according to ***organisational requirements***.
 - 1.3 ***Equipment*** required for audit is obtained.
 - 1.4 ***Details relating to access to site and site requirements*** are identified and followed.
 - 1.5 Locations of plant and equipment to be audited are identified from process audit requirements and clarified with client.
 - 1.6 Audit is organised with client to coincide with specific processes and operations.
 - 1.7 ***Emergency and personal protective equipment*** (PPE) is selected and fitted according to job requirements, manufacturer specifications, organisational requirements, and occupational health and safety (OHS) regulations and other ***legislation and codes***.
 - 1.8 ***Potential hazards and risks*** of job requirements are identified and managed according to organisational requirements, and OHS regulations and other legislation and codes.

- 2 Conduct audit.
 - 2.1 Process audit is conducted in manner that complies with audit requirements, organisational requirements, OHS regulations and other legislation and codes.
 - 2.2 Processes with actual and potential sources of waste identified are documented.
 - 2.3 Inputs, outputs and material balances of processing are identified and listed.
 - 2.4 Work processes are observed and assessed for efficiency and effectiveness in waste management and minimisation.
 - 2.5 **Waste streams** produced are quantified, characterised and sourced to determine how and why they are generated.
 - 2.6 Where applicable, processes for the pre-treatment, storage, handling and disposal of waste are identified and recorded.
 - 2.7 **Relevant personnel** are interviewed to determine operational and process characteristics.
- 3 Document audit findings.
 - 3.1 Collected audit data is compiled and provided in a format useful to relevant personnel.
 - 3.2 **Details of audit activity** are documented promptly and according to organisation and audit requirements.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- basic numeracy skills to:
 - estimate quantities
 - measure and calculate:
 - volumes
 - weights
 - material balances
 - time
- interpersonal skills to:
 - assess client needs
 - coordinate activities
 - provide information in a team environment on a range of waste management issues
- reading skills to interpret:
 - maps
 - plans
 - documents
 - work requirements and material safety data sheets (MSDS)
- problem-solving skills to source, organise and apply information
- self-management skills to:
 - conduct work practices safely and efficiently
 - apply accuracy and attention to detail
 - organise work methodically
 - use communications equipment (two-way radio, mobile phone)
 - use applicable information technology
 - use PPE
- oral communication skills to:
 - ask questions
 - listen actively
 - consult
 - negotiate
 - provide information
 - follow instructions
- written communication skills for:

- audit processing
- report writing
- documentation
- process audit technical skills to:
 - use recording equipment
 - use photographic equipment
 - use PPE

Required knowledge

- environmental issues relating to:
 - life cycle of products: re-new, re-use and recycle
 - environmental regulations
 - renewable energy
- identification of waste types, including:
 - streams, non-conformances and characteristics
 - unanticipated waste
- OHS requirements relating to:
 - dangerous goods and hazardous substances
 - OHS hierarchy of control
- potential hazards and risks relating to:
 - plant and equipment
 - emergency response procedures
- resource recovery options relating to:
 - valuable resources within materials
 - potential resources to be recovered
- range of waste management services, including:
 - client requirements
 - organisational requirements
 - industry standards
 - legal implications
 - problem-solving strategies
 - sources of waste management information
 - waste management options
 - waste management hierarchy
 - waste minimisation strategies
- waste audit processes, including:
 - common reasons for undertaking a waste audit
 - waste analytical methods for waste types, streams and characteristics
 - industry practice for conducting process audits
 - standard audit requirements and procedures

- nature and significance of waste minimisation hierarchy
- waste disposal and recovery routes
- sampling and recording techniques
- types of client waste management surveys and their uses
- site scoping
- safe and efficient hazard and risk identification

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	This unit of competency could be assessed by observation of practical demonstration in the workplace or in discussion, relaying process audit requirements.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>A person who demonstrates competency in this unit must be able to provide evidence of the required skills and knowledge specified in this unit.</p> <p>In particular the person should demonstrate the ability to:</p> <ul style="list-style-type: none"> • identify inputs, outputs, by-products of processes and compliance with OHS requirements • observe work processes for efficiency and effectiveness in waste management, waste minimisation and waste avoidance • identify, quantify and source waste to determine how and why it was generated.
Context of and specific resources for assessment	<p>Assessment of essential underpinning knowledge may be conducted in an off-site context. It is to comply with relevant regulatory or Australian standards' requirements.</p> <p>Resource implications for assessment include:</p> <ul style="list-style-type: none"> • client audit requirements for workplace portfolio case studies, if required • work plans and approved specifications • results of sampling • forms and procedures manuals.
Method of assessment	<p>Process audits must comply with the objectives of the client and as well as industry expectations in the particular client environment. If the environment is narrowly defined or is not representative of industry needs, it may be necessary to refer to portfolio case studies to assess competency in the process audit of waste.</p> <p>Assessment methods must:</p> <ul style="list-style-type: none"> • satisfy the endorsed Assessment Guidelines of the Property Services Training Package • include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application • reinforce the integration of employability skills with workplace tasks and job roles

	<ul style="list-style-type: none"> • confirm that competency is verified and able to be transferred to other circumstances and environments.
Guidance information for assessment	<p>Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.</p> <p>Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.</p> <p>This unit could be assessed on its own or in combination with other units of competency relevant to the job function, for example:</p> <ul style="list-style-type: none"> • CPPWMT4001A Plan waste audits • CPPWMT4002A Carry out waste audits • CPPWMT4003A Review, evaluate and document waste assessment findings.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<p>Process audit requirements may include:</p>	<ul style="list-style-type: none"> • organisational requirements • compliance with legislation or regulations • identifying recyclable types • measurement and recordings • personnel and equipment • processes undertaken • public health and safety • site requirements • specific functions requiring observation and audit.
<p>Organisational requirements may include information found in:</p>	<ul style="list-style-type: none"> • briefing papers • job sheets • letters • memos • operations manuals • policy and procedures documents • quality assurance documents • site development plans • tender and contract documents • training materials • verbal or written instructions • work procedures.
<p>Equipment required may include:</p>	<ul style="list-style-type: none"> • camera • computer • collection containers • lifting gear • measurement equipment • PPE • process charts and diagrams • recording and counting equipment • reference manuals • safety barriers and warning signs • sample bench • scales • site maps • software.

<p><i>Details</i> relating to access to site and site requirements include:</p>	<ul style="list-style-type: none"> • access and egress points • noise control • OHS requirements and noise control • PPE • security clearance • time of access • union requirements • work permits.
<p><i>Emergency and personal protective equipment</i> must include:</p>	<ul style="list-style-type: none"> • communications equipment • eye protection, such as goggles and protective glasses • eyewash kit • fire extinguishers • first aid kit • footwear • gloves • overalls and protective clothing.
<p><i>Emergency and personal protective equipment</i> could also include:</p>	<ul style="list-style-type: none"> • breathing apparatus • emergency procedure guides • face shields or masks • hard hats • hearing protection • MSDS • spill kit.
<p><i>Personal protective equipment</i> must be:</p>	<ul style="list-style-type: none"> • cleaned and fitted according to organisational requirements, manufacturer specifications and OHS requirements • worn when required according to organisational requirements • stored according to organisational requirements.
<p><i>Legislation and codes</i> may include:</p>	<ul style="list-style-type: none"> • codes, including: <ul style="list-style-type: none"> • Australian Code for the Transport of Dangerous Goods by Road and Rail • industry • commonwealth, state and territory legislation, including: <ul style="list-style-type: none"> • anti-discrimination • environmental protection • equal employment opportunity • freedom of information • industrial • OHS • trade practices • road laws.

<p>Potential hazards and risks are those identified by the organisation that may lead to:</p>	<ul style="list-style-type: none"> • damage to plant, vehicle or property • harm to the environment • illness or injury to employees, contractors or the public • injuries resulting from manual handling and repetitive work.
<p>Hazards and risks may include:</p>	<ul style="list-style-type: none"> • broken glass • broken metal • compaction equipment • contamination • dust • fire • gases and fumes • hazardous waste (e.g. sharps) • narrow driveways • other vehicles and equipment • overhanging signs • projectiles • spark-producing equipment • unguarded conveyor belts • weather.
<p>Waste streams may include:</p>	<ul style="list-style-type: none"> • chemical waste • construction and demolition • dangerous goods • green waste • hazardous substances • municipal waste • prescribed waste • putrescibles • quarantine • recyclable liquids • regulated waste • solid inert.
<p>Relevant personnel may include:</p>	<ul style="list-style-type: none"> • client • householder • management • waste generator's personnel.
<p>Details of audit activity may include:</p>	<ul style="list-style-type: none"> • accidents • date • equipment used • findings • injuries • location

	<ul style="list-style-type: none">• results• time• waste disposal.
--	--

Unit Sector(s)

Waste management

Custom Content Section

Not applicable.